

# IWT: Incumbent Worker Training Program

## Overview

The Incumbent Worker Training Program (IWT) is a program designed to help business with their training needs. It is available for Alaska employers seeking to upgrade the skills of their workers to increase the competitiveness of the business and workers by ensuring they acquire the skills necessary to retain employment, avert layoffs or advancement within the workplace. IWT funding is through the Federal Workforce Innovation and Opportunity Act and administered by the Alaska Department of Labor and Workforce Development.

Employers seeking funding must meet the following eligibility criteria:

- Be in business in Alaska for at least one year;
- have at least one full-time employee, a sole-proprietor may be considered a full-time employee;
- ensure the employee is being paid at least the greater of 50 percent of the mean (average) wage for the occupation in the region as determined by <http://live.laborstats.alaska.gov/wage/>; OR a minimum of \$15 per hour;
- provide a contribution towards the employee's training;
- training must prevent job loss caused by obsolete skills, technological, national or global change;
- be in compliance with Alaska's Unemployment Insurance and workers compensation laws; and
- not be a temporary employment agency, employee leasing firm or staffing agency, casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

Contact [dol.iwt@alaska.gov](mailto:dol.iwt@alaska.gov)  
or call (907) 269-8158 for  
additional information.

## Employees must be:

- a U.S. citizen or otherwise legally entitled to work in the U.S.;
- age 18 or older;
- registered with Selective Service if male and born on or after January 1, 1960;
- not be directly supervised by an immediate family member;
- have an established employment history with the business for at least six months;
- be in an employer-employee relationship as defined by the Fair Standards Act; and
- be an Alaskan resident working at a physical location in Alaska.

## Training Providers must demonstrate a history of:

- Successful training through its placement, retention, and satisfaction rates;
- collaboration with the targeted industry in the development of the training program curriculum; and
- use of a current industry standard as the basis for programs utilized to train students for employment in the targeted industry.

## Application Process:

- 1) An employer determines what training is needed, selects the training provider and creates a training plan.
- 2) The employer completes the [IWT Application](#) and submits an application to [dol.iwt@alaska.gov](mailto:dol.iwt@alaska.gov).
- 3) DETS staff reviews the application, gathers more information as needed, and provides the proposal to the DETS Director.
- 4) The DETS Director reviews and makes a determination based on training plan meeting IWT criteria and funding availability.
- 5) Once determination is made, DETS staff initiates an approval/denial letter to send to the employer.
- 6) If approved, an electronic grant agreement is initiated and is electronically signed by both parties.